

**MONTGOMERY COUNTY FIRE AND RESCUE SERVICE  
FIRE ADMINISTRATOR'S REPORT  
SEPTEMBER 2000**

**OFFICE OF THE FIRE ADMINISTRATOR**

*Commission Office*

The following items were discussed at the September 14, 2000 meeting of the Fire and Rescue Commission:

- Commissioner Ronald Ogens was elected FRC vice-chair.
- Revision to the *Code of Ethics and Personal Conduct* Executive Regulation was tabled for 30 days.
- A minimum equipment inventory for Rescue Engines was established along with several modifications to the response to Personal Injury Collisions with persons trapped or pinned. The radio designation "Extrication Unit" is discontinued.
- Revision to the *METRO Incidents SOP* Policy was approved.

*Research and Planning*

*Emergency Management*

- Conducted a number of multi-agency design and planning meetings with Police, Fire/Rescue, Health, City of Gaithersburg, Hospitals including Walter Reed Army Medical Hospital, State Police, USAMIIR, and other agencies for upcoming November 16<sup>th</sup> Bioterrorism Exercise. Exercise will include EOC activation, a Unified Command Post, and tabletop participation with area hospitals.
- K. Henning attended meetings with e-Montgomery staff and data from HAZLINK was provided to load into test website for review. Office of Emergency Management hazardous materials registration and fee payment is targeted to go online January 1, 2001.
- K. Henning was a lead instructor and Mike Krumlauf attended the FEMA Disaster Response and Recovery three day class in September. FEMA specialists covered disaster application procedures and especially changes in past year; federal and local response planning also covered.
- October 19<sup>th</sup> Local Emergency Planning Council meeting has scheduled speakers from the federal Environmental Protection Agency and county Dept. of Environment to discuss spill reporting requirements and events.
- November 8<sup>th</sup> EMG meeting has scheduled Commander Darling from USAMIIR to discuss their federal decontamination and containment facilities and capabilities for a bio-terrorist incident. Other speakers will update Emergency Management Group on State and federal reporting, notification, surveillance, and monitoring procedures for a bio-terrorist event, in anticipation of exercise.

- Sept. 27<sup>th</sup> Disaster Command System class was well attended by Police, Fire and Rescue, and county agencies. Next class is Sunday October 29<sup>th</sup>. Both classes include bio-terrorism scenarios.

### *Community Education Safety Section*

- Bill Delaney assumed Mary Marchone's former position.
- Review of Community Education Programs and Procedures.
- Met with various task forces, Child Passenger Safety, SAFE Kids, etc., for introduction and familiarization.
- Met with various department staff and members for introduction and familiarization.
- Participated in Fire/Rescue Expo 2000.
- Assembled Press Packet for Fire/Rescue Expo.
- Drafted various Info Bulletins and Newsletter for dissemination to all work locations.
- Identified storage location issues for S.I.O.N. and initiated staff assistance in procuring new facility.
- Attended Staff meetings.
- Developed Public Education sign up form for use on the department web site.
- Assisted with procuring materials for various Pub Ed functions.
- Attended Silver Spring Chamber of Commerce event.
- Answered customer inquiries.
- Scheduled various community education events and classes.
- Contract negotiations with PRI for Operation Extinguish contract.
- 3 Operation Extinguish classes given.
- Anne Harrison interviewed by media crew regarding Lighter recall. Shown on stations in CA, NC, IL.
- Rough draft of new mission statement and goals/objectives.
- Attended Volunteer Chiefs Meeting.
- Attended meeting with Recruitment Branch with marketing firm.
- Began compiling list of possible Community Safety Education committee members.
- Lt. Harrison attended COG event with Chief Strock regarding 'The Great Escape.'
- Attended critique of Fire/Rescue Expo.
- Lt. Harrison cultivated relationship with local home schooling group. Risk Watch involvement discussed.
- Lt. Harrison conducted seminar to 67 senior residents of Elizabeth House.
- Lt. Harrison developed new Community Education Request form.

### **Corporate Development Services**

#### **Administrative Services Coordinator**

- Assisted with the review and revision of draft policies for the non-tax-funded acquisition of apparatus and EMS units and fire and rescue vehicle graphics.
- Coordinated the MCFRS response to the Inspector General's vehicle fleet questionnaire.

- Developed position description documents for the GIS Manager and Asset manager positions.
- Participated in contract negotiations with PsychoTherapeutics for the management of the Juvenile Fire Setters program.
- Provided telephone administration assistance to the office relocation projects for the Fire and Explosives Investigators, the Internal Affairs and Safety Offices.

### **Automation**

- Consulted with and supported the efforts of the vendor on the conversion of the Operations Bureau scheduling database.
- Disseminated information on the IT request process for the FY 02 Operating Budget submission to DFRS and DVFRS personnel. (Note: the deadline for requests to be received by the Automation Section has been extended to October 25<sup>th</sup>.)
- Mastered all workstations and created user Ids for the Operations Bureau Shift Chief's Office, which will provided Enterprise and County network access.
- Participated in the Mobile Data Implementation Committee efforts in identifying training needs associated with the new program.
- Prepared several IT requests in support of the Mobile Data project.
- Responded to over 100 requests for hardware and software assistance from the various components of the MCFRS.
- Responded to 7 requests for statistical data and information from various components of the MCFRS and the public, including an update for the County Council's Public Safety Committee on EMBRS.
- Welcomed Mr. Herb Winkler to the Automation Section and began Mr. Winkler's training in the Automated Systems Manager I position that is responsible for the EMBRS program.

### **Fleet and Facilities**

- Continued work on the development of technical specifications for one aerial ladder truck and three pumpers in conjunction with the Apparatus Specifications Committee.
- Continued participation in the FS #1, FS #2, FS #4 facility replacement projects and the Collapse Rescue Team Building project.
- Coordinated with the Apparatus Specifications Committee the identification of proposed minimum operational standards for aerial apparatus, pumpers, rescue squads, and EMS units for Fire and Rescue Commission review.
- Initiated cost estimate activities for the construction of fiber optic closets at the fire and rescue stations, as part of the PS2000 project.

- Performed contract administration activities for the acquisition of four brush trucks and six EMS units and the refurbishment of one aerial ladder truck and one pumper with assistance from the Apparatus Specifications Committee.
- Performed contract management activities for the new Fire and Explosives Investigation evidence storage area.
- Provided contract management and consultant support to the Vehicle Maintenance Record Management Study.
- Provided the MCFRS Budget Office with technical assistance on the mid-cycle review of the fire and rescue FY01-06 Capital Improvements Program.

### **Grants Management**

- On September 28<sup>th</sup>, Program Specialist Susanne Crutchfield transferred from Corporate Development Services to the Office of Procurement. A luncheon was held for Susanne prior to her departure with all in attendance expressing their thanks for her many efforts on behalf of the fire and rescue services.
- Since Susanne's transfer to the Office of Procurement, grants management responsibilities have been transferred to the MCFRS Budget Office and business travel coordination has been transferred to the DFRS Chief's Office.

### **Property**

- Began preliminary budget preparation work on the FY02 Operating Budget submission.
- Completed the conversion/upgrade of all alpha-numeric pagers issued by the MCFRS and worked with Arch Communications to establish paging clones for the Germantown Volunteer Fire Department and the Silver Spring Volunteer Fire Department.
- Evaluated bids associated with the IFBs for uniform badges, nameplates, and insignia that resulted in the forwarding of award recommendations to the Office of Procurement via the Fire Administrator's Office.
- Prepared and submitted requirements for the re-bid of the uniform dry-cleaning and laundering contract.
- Processed 273 property transactions during the month of September 2000.
- Took delivery of uniform golf shirts for the DFRS officers and announced availability (along with vision protection) by Information Bulletin.
- Welcomed Ms. Julie Valinski-Sanchez to the Property Section and began her training as a Supply Clerk II. Ms. Valinski-Sanchez will assist in both the Property Section and the MCFRS Courier Program.

## **DIVISION OF FIRE AND RESCUE SERVICES**

### **Bureau of Operations**

*Administration*

*Safety*

*Specialty Teams*

*Collapse Rescue/Urban Search and Rescue:*

*Swiftwater Rescue Team*

The Swift Water Rescue team ran three working incidents in September. Three patients were treated, two of which were transported to area hospitals via ambulance.

Also during September, CJPVFD hosted training for 15 lifeguards from San Diego, California, USAR Task Force 8 Flood Rescue who came to train with our SWR team for one week. Many long days were spent on the river, and culminated with a large nighttime operations drill. In addition, talks were initiated on sending members of the MC team to Oregon next year for training with the San Diego team.

### **Bureau of Program Support Services**

*Administration*

*Communications*

The Continuing Dispatch Education training (CDE) subject for the month of August was "Counseling". All personnel, including cross-trained, completed the CDE for the month.

Six personnel were sent to the Association of Public Safety Communication Officials (APCO) trainer the training class, the class was held at the PSTA.

Three personnel were involved in the JPS 2000 training seminar, held in Fairfax, VA.

An in-house SOP committee began to meet to formulate policies and procedures for ECC, to ensure consistency between shifts.

#### **911 Facts (September):**

- Received **9,082** 911 calls plus
- Answered **1,145** 911 overflow calls plus,
- Administrative Calls; **20,807**
- Total for the month: **31,034**
- Tapes requested for the month: **15**
- ECC Operations processed **9,220** CAD incidents.

## *Training*

Spring 2000 In-Service Training “Essentials of Safety and Survival Techniques” which began on May 1<sup>st</sup> ended the week of September 22<sup>nd</sup>.

Training Academy Staff continues working with DIST, Lucent Technologies and PSTA Distance Learning Work Group on the View Station Video Conferencing System.

Distance learning site has been added to the Montgomery County Fire and Rescue Service web site ([www.co.mo.md.us/dfrs/psta/stp](http://www.co.mo.md.us/dfrs/psta/stp)).

A new smart maze was installed in the Fire/Rescue Training Academy Burn Building. Many new innovative concepts applied to the design.

The last “Unified Command” training classes sponsored by Training Academy Staff and Montgomery County Police was held on September 29<sup>th</sup>.

Of new furniture ordered to replace the old Training Academy furniture the chairs and tables have been delivered and set-up with damaged items to be returned.

ALS Year 2000 Protocol Updates were sent to all stations in September and classes will be held at the Training Academy thru mid-October.

## **Bureau of Life Safety Services**

### *Administration*

### *Fire Code Enforcement*

### *Fire and Explosive Investigation*

## **DIVISION OF VOLUNTEER FIRE AND RESCUE SERVICES**

Attended the Acquisition of Apparatus meeting in the EOB.

Met with WAMATA and MCFRS representatives regarding the ongoing Metro standpipe problems.

Attended a Safety meeting with the Fire Administrator.

Participated in class graduations at the PSTA.

Met with various personnel regarding the Training Standards.

Participated in the Safety Day Expo at Blair High School.

Coordinated MCFRS representation at the NIH Open House.

Attended a luncheon for Capt. Holzman.

Attended a short meeting regarding apparatus graphics. Later attended a lengthy meeting at the PSTA regarding the same subject.

Assisted with the preparation and conducting of a meeting with Chiefs Hinde and Strock, President Barnard and Deputy Chief Allwang regarding current and future staffing at Sta. 33.

Participated in a meeting with local, Federal Fire Chiefs regarding concerns of mutual interest.

Welcomed the newest recruit class at the PSTA.

Attended and participated in the annual FRESH seminar at the NFA, in Emmitsburg, MD.

Discussed the Bethesda truck service issue in a brief meeting – more to be discussed at a later date.

Attended the latest meeting regarding the IECS issue – at the PSTA.

Attended family night at the PSTA.

Attended the County Executive's Quarterly Leadership Forum at UMSG.

Had a meeting with the County Training Officer regarding various training issues and acceptable gear at PSTA training.

Attended the memorial (viewing) service for Chief Shipley, DVFD.

Attended a Unified Command Seminar at the PSTA, at conducted by EMG Management.

Attended a meeting with District Chief Lesnick regarding Incident Types/Responses.

Participated in a meeting with the Fire Administrator and Deputy Chief Master regarding Metro training.

Attended the Disaster Command System for Bio-Terrorism seminar at the EOC.

Met with the Fire Administrator, the Fire Board Chairman and Bob Gottesman regarding recruiting issues.

Participated in day long interviews with candidates for the Internal Affairs Officer position.

Attended the Fire Board, FRC, Operations Committee, Human Resources, Safety and Training Committee, the Chiefs' Committee and the Fire-Rescue Association meetings

Mediated personal, personnel and/or sensitive issues with various LFRDs, etc.